Libraries to Go: A Faculty Delivery Service

Utilizing student couriers, the Library will deliver books and audiovisual materials to any Pitt faculty member’s office on the Pitt Johnstown campus!

How it works:

- Requests can be made for circulating books and audiovisual materials located in Owen Library or elsewhere.
- You can expect delivery usually within 1-2 business days. Materials from other campuses and from outside the University Library System will take slightly longer.
- Requested materials will be delivered on a daily basis, except on weekends or holidays.
- A signature is required for all deliveries.
- Delivery to your office or departmental administrative assistant will be attempted once. After that, you will need to pick up the materials at the Circulation Desk.
- The faculty member is responsible for all materials charged to his/her library account.
- This is a free service. You can check the status of requests by looking at the Request Information section of My Account in PITTcat+.
- All materials must be returned to Owen Library or a campus Library book drop. Student couriers cannot return borrowed materials to the Library for you.
- Faculty whose records are blocked due to suspension of borrowing privileges will not be able to place requests.
- For information on charge and fine limits, please see Owen Library Circulation Services on the website at: http://www.library.pitt.edu/john/circservices.html

How to request:

1. Search for the item in PITTcat+ and click through to the full bibliographic record.
2. Click on the red <Get It!> link. You’ll be redirected to PITTcat Classic.
3. In PITTcat Classic, click the <Get It!> link again.
4. Enter your University ID number (the number on the front of your PITT ID) and your Last Name in the appropriate fields and click the <Login> button.
5. Select <Get It!> from the drop down menu.
6. Click the <OK> button.
7. Follow the instructions on the request form. Select “Johnstown Lending” as the pick-up location in the drop-down box and provide your office location in the comment box.
8. Re-enter your University ID Number.
9. Click on the <Submit Request> button.
10. To request materials not available in PITTcat+, please use the Interlibrary Loan Service, at http://www.library.pitt.edu/john/ill.html